

**EMPLOYMENT OPPORTUNITY**

Job Title	Director of Economic Development
Department	Economic Development
Posting Date	December 7, 2010
Closing Date for Resumes/Applications	Open Until Filled
Starting Pay	Director Level - \$75,000 - \$91,500
Exempt/Non-exempt	Exempt
Status	Full-time

The City of Saint Charles Department of Economic Development is currently recruiting for the position of Director, to develop and implement strategies for the purpose of attracting new businesses and encourage expansion and retention of existing businesses to promote a stronger economic base. This position leads the administrative duties of the economic development department and manages the various programs and personnel associated with the economic activities of the City.

Essential Duties and Responsibilities

- Plans strategies to attract new businesses and encourage expansion and retention of existing business to promote a stronger economic base.
- Identifies and targets businesses and industries to the City.
- Promotes St. Charles as a viable option for location of business/industry by contacting national and international businesses.
- Represents regional area at meetings, presentations, trade shows and through development of proposals and promotional materials.
- Works with City officials and management to ensure support and coordinate economic development activities.
- Coordinates City economic development activities with the Economic Development Commission, Chamber of Commerce, Convention and Visitors Bureau, other city departments, other governmental agencies, private enterprise, civic groups and the general public.
- Supervises, directs, and evaluates department staff; develops policies and procedures; and evaluates program effectiveness.
- Prepares and administers departmental budget.
- May coordinate activities with other local agencies addressing workforce and training issues.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree, preferably with advanced degree, in Business, Economics, or Public Administration, Marketing, or closely related area. Economic Developer Certification from the International Economic Development Council preferred. Five years of advanced level economic development experience; experience at a local level is preferred. Ability to prepare and present oral and written reports and recommendations following necessary research and investigation. Ability to establish and maintain effective working relationships with City, County, State, and Federal officials and private sector executives and business representatives. Must be proficient in Microsoft Office, database management, and creation of reports detailing local incentives.

Contact Information

Interested applicants should submit a resume or application to: The City of Saint Charles Human Resources Department, Suite 301, 200 North Second Street, Saint Charles, MO 63301. Hours of operation are Monday through Friday 8:00 am to 5:00 pm. Employment applications can also be downloaded from the City's website and faxed to Human Resources at 636-940-4606. Website address for the employment application is: www.stcharlescitemo.gov